

**RESTRICTED**  
SECURITY INFORMATION

19 November 1953

MEMORANDUM FOR: The Deputy Director of Central Intelligence

SUBJECT: Improving the Quality of Supervision in CIA

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1. As a result of the meeting that Mr. Baird and I had with you and Colonel [ ] on the sixteenth, I enclose (a) a first draft of a proposed statement of management policy for supervisors, (b) a summary of points that you may wish to use in announcing the Human Resources Program  $1\frac{1}{2}$  hour course at your top management staff meeting, and (c) twenty copies of a two page outline description of the Human Resources Program.

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2. As Colonel [ ] has doubtless explained to you, when it came to trying to find clear time before Christmas for conducting the Human Resources Program with the DD and AD group, it appeared that only afternoons on certain days were open, and that one course was all that we could plan before Christmas. I believe that a gradual but steady development of this program is, in any case, the best approach with the top management group.

3. I shall be happy to make continuing revisions of the proposed statement of management policy as comments and suggestions are accumulated.

[ ]  
Chief, Management Training Division

cc: Director of Training

Enclosures

Statement of Management Policy for Supervisors in CIA  
Points that May Be Included in a Statement to a Staff Meeting  
20 copies Human Resources Program

Document No. 8

NO CHANGE in Class. ☐

☒ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

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